VACANCIES

Applications are invited from suitably qualified candidates for the following positions tenable at MUBAS in Blantyre.

A. RESEARCH ETHICS ADMINISTRATOR (MU7)

Position Overview

The **Research Ethics Committee (REC) Administrator** shall head the REC Secretariat and oversee its day-to-day operations. The Administrator will be responsible for coordinating research proposal submissions and reviews, managing REC meetings and communications, and ensuring that all REC activities comply with institutional, national, and international ethical standards. The position reports directly to the **Head of Research and Innovation**. The position is offered as a fixed-term contract for a period of three years, with the possibility of renewal.

Key roles and Responsibilities

a. Assisting researchers with the submission process of documents to the REC in line with established guidelines and Standard Operating Procedures (SOPs).
b. Providing guidance to researchers on REC requirements, timelines, and compliance obligations.
c. Conducting awareness sessions for faculty, students and all stakeholders on the operations of the REC
d. Screening application packages for completeness and eligibility prior to REC review.
e. Managing and tracking submitted proposals through the review and approval process.
f. Reviewing amendments and responses to queries, and, if satisfactory, forwarding to the REC Chairperson and designated members for final approval.
g. Coordinating the protocol review process, including assignment of reviewers and timely follow-ups.
h. Organizing and managing REC meetings, prepare agendas, and ensure accurate recording and circulation of minutes.
i. Facilitating communication between REC members, researchers, and relevant stakeholders.
j. Managing the Secretariat's daily administration, including handling correspondence,

filing, and database management.
k. Overseeing REC revenue streams, including collection of fees, financial record keeping, and reporting.
l. Planning, monitoring, and evaluating REC activities to ensure efficiency and compliance.

Minimum Education Qualifications and Experience

- A minimum of a Master's degree in Applied Ethics, Bioethics, Engineering Ethics, Business Ethics and Compliance, Public Health, Law, Business Studies, Applied Sciences, Technology, Social Sciences, or a related field.
- At least four (4) years' experience in research ethics, research management, or related regulatory/compliance work.
- Demonstrated knowledge of the research regulatory environment in Malawi, including familiarity with NCST procedures, intellectual property rights and, relevant national laws, rules and regulations.
- Strong understanding of the university's structures, culture, and research environment, across a diverse range of academic disciplines.
- Proven administrative and organisational skills, with the ability to manage multiple tasks and deadlines effectively.

B. RISK OFFICER (MU8)

Position Overview

The position is tenable in the Internal Audit Department. The Risk Officer shall be responsible to the Head of Internal Audit. He/she shall be responsible for assessing risks associated with managing the University arising from activities taken or to be taken.

Key roles and responsibilities

a) Designing and implementing an overall risk management process for the institution.
b) Implementing and monitoring risk management and control mechanisms.
c) Monitoring compliance with internal control procedures, systems, statutory rules and regulations and follow up on compliance and audit issues that require investigation.
d) Facilitating the integration of risk management policies and strategies into all departments, strategies and activities.
e) Preparing appropriate information on risk and internal controls.
f) Identifying and assessing risks across the University.
g) Recommending appropriate interventions on risk.
h) Reviewing standard operating procedures.
i) Facilitating risk assessment workshops.
j) Evaluating and improving a service delivery framework for the identification, management and reporting if compliance risks and other risk related issues.
k) Operationalising risk and compliance assessment tools
l) Assessing the capacity and relevance of existing internal policies and procedures in mitigating risks.
m) Preparing and submitting reports.

Minimum Education Qualifications and Experience

- Bachelor's degree in Internal Auditing
- 3 years' relevant experience.

C. INTERNAL AUDIT OFFICER (MU8)

Position Overview

The position is tenable in the Internal Audit Department. The Internal Audit Officer shall be responsible to the Head of Internal Audit. He/she shall be responsible for the provision of internal audit services.

Key Roles and Responsibilities

a) Reviewing, implementing, and monitoring internal audit and risk management policies, plans, strategies, programmes, systems and procedures including budgets.

b) Conducting internal audits in line with local and international best practices.
c) Conducting investigations on any incidents of fraud, theft, forgeries, accidents and other losses, and advise remedial measures.
d) Reviewing and advising on the effectiveness and adequacy of financial, administrative and operational practices, systems and procedures.
e) Testing the validity and reliability of financial, accounting and other data and reporting any deviations.
f) Monitoring and advising on compliance with internal control procedures, systems, statutory rules and regulations.
g) Identifying key risk areas and advising on appropriate interventions.
h) Collaborating with external auditors on audit matters.
i) Undertaking pre-audit and post-audit of financial, stores and personnel records as may be required.
j) Reviewing audit files, preparing and submitting reports.

Minimum Education Qualifications and Experience
- Bachelor's degree in Internal Audit or related fields.
- 3 years relevant experience.

D. ASSISTANT LIBRARIAN - SYSTEMS (MU7)

Position Overview
The position is tenable in the Library Services Department. The Library Officer (Systems) shall be responsible to the Librarian. He/she shall be responsible for support, management and development of library systems.

Key role and responsibilities
a. Developing, documenting and implementing network administration policies, procedure and processes.
b. Managing the Library Management System (LMS) and all library systems.
c. Managing the creation, collection and dissemination of appreciate LMS information and statistics, ensuring the full availability and exploitation of such information.
d. Leading on the project planning of relevant upgrades, ensuring appropriate collation of information on system upgrades for library systems and ensuring that library projects exploit the potential of library systems and lead where appropriate on these.
e. Ensuring integrity of data held within the Library databases and its appropriate maintenance, based on existing and future standards.
f. Actively promoting the services and resources of the library using web technologies, and to encourage feedback from stakeholders.
g. Ensuring system integrity, reliability, responsiveness, security and compliance with library policies.
h. To develop and implement technology plans, deploy sound project management practices including goal/problem identification and decision analyses.

Minimum Education Qualifications and Experience
- Master's degree in Library and Information Science or related fields
- 3 years' experience in managing a library.

E. LIBRARY OFFICER – ICT (MU8)

Position Overview
The position is tenable in the Library Services Department. The Library Officer (ICT) shall be responsible administratively to Librarian and functionally to ICT Manager. He/she will be responsible management of library ICT services.

Key role and responsibilities
a) Designing, implementing and maintaining library systems and database.
b) Facilitating the acquisition, review and maintenance of computer hardware and software systems.

c) Developing and maintaining network and library website.
d) Monitoring audio-visual services.
e) Coordinating and implementing information security systems.
f) Installing and maintaining ICT equipment.
g) Digitizing information resources.
h) Providing ICT user support services and processing IDs.
i) Preparing reports.
j) Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Master's degree in Computer Science/information Technology, or Bachelor's degree in Computer Science/ Information Technology plus as postgraduate degree in Library and Information Science.
- 3 years' experience of working in an academic library environment involving programming knowledge of Koha Library Management System will be an added advantage.

F. LIBRARY OFFICER - ACQUISITION (MU8)

Position Overview

The position is tenable in the Library Services Department. The Library Officer (Acquisition) shall be responsible to the Assistant Librarian. He/she shall be responsible for provision of Library acquisition services.

Key Roles and Responsibilities

i) Reviewing, monitoring and implementing acquisition policies, plans, standards, strategies and procedures.
ii) Reviewing condition of existing stock.
iii) Verifying acquisition information.
iv) Conducting needs assessment for information resource requirements.
v) Liaising with publishers and vendors to identify new and alternative titles.
vi) Preparing reports.
vii) Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in Library and Information Science
- 3 years' experience in library operation

G. LIBRARY OFFICER – READER SERVICES (MU8)

Position Overview

The position is tenable in the Library Services Department. The Library Officer (Reader Services) shall be responsible to the Assistant Librarian. He/she shall be responsible for supporting of Readers Services.

Key Roles and Responsibilities

i) Supporting the development, implementing and monitoring of Readers Services policies, plans, standards, strategies and procedures.
ii) Receiving and compiling statistical reports from readers services section.
iii) Conducting user information needs analysis.
iv) Maintaining user membership in the library management system.
v) Recording and handling user disciplinary issues.
vi) Supporting staff and students training in the use of library resources.
vii) Supporting user information literacy programmes.
viii) Facilitating the management of Readers Services resources, new technologies and facilities.
ix) Issuing and discharging materials.
x) Preparing reports.
xi) Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in Library and Information Science or its equivalent
- 2 years' experience in managing a reputable library.

H. ADMINISTRATIVE ASSISTANT (MU9)

Position Overview

The position is tenable in the Registry Services Department. The Administrative Assistant shall provide administrative support and secretarial services to offices or officer of the University.

Key Roles and Responsibilities

i. Drafting and typing correspondence.
ii. Safekeeping and maintaining sensitive and confidential documents.
iii. Maintaining office diary and inventory.
iv. Operating and maintaining office equipment.
v. Maintaining office supplies and accessories.
vi. Attending to internal and external clients.
vii. Preparing office refreshments.
viii. Maintaining cleanliness of office facilities and furniture.
ix. Developing and maintaining electronic and hard copy filing system.
x. Organizing meetings, events and visits.
xi. Facilitating travel arrangements.

Minimum Qualifications and Experience

- Diploma in Secretarial Administration or CBET Advanced Certificate in Administrative Studies or its equivalent.
- 3 years relevant experience.

I. STORES ASSISTANT (MU11)

Position Overview

The position is tenable in the Electrical Engineering Department. The Stores Assistant shall support clients in designing and executing laboratory/workshop/studio activities according to standard procedures.

Key Roles and Responsibilities

a) Implementing standard operating procedures including, laboratory/workshop rules and regulations.
b) Maintaining, repairing and cleaning laboratory/workshop equipment and accessories.
c) Conducting or supporting demonstrations during workshop/ laboratory/ studio sessions.
d) Supporting and orienting laboratory/workshop users and enforcing procedures, rules and regulations of the laboratory/workshop/studio.
e) Maintaining inventory of all workshop/laboratory/studio resources.
f) Implementing, and enforcing occupational, health and safety systems.
g) Supporting academic research and outreach services.
h) Documenting and archiving results of laboratory/workshop analyses.

Minimum Qualifications and Experience

- Diploma in Industrial Laboratory Technology or its equivalent.
- 2 years' work experience.

J. SURVEYING TECHNICIAN(MU9)

Position Overview

The position is tenable in the Land Surveying and Physical Planning Department. The Surveying Technician shall be responsible to the Head of Land Surveying and Physical

Planning Department.

Key Roles and Responsibilities

a) Maintaining an updated inventory of all survey equipment and requisites, records on stock and other reports on survey store operations.
b) Checking that all the required surveying equipment are available and in good order before the commencement of the semester.
c) Checking that survey equipment is in order before issuing it to students or members of staff.
d) Providing safety of the surveying equipment at all times.
e) Sharing the precautionary measures before use of any surveying equipment to both students and members of staff.
f) Demonstrating the proper use of surveying equipment and techniques to students during practical/field sessions.
g) Checking/verifying the survey equipment, making sure that they are in good condition when being returned back to stores.
h) Liaising with lecturers and the Head of Department on the survey related requirements before semester commencement.
i) Planning the practical sessions in conjunction with the lecturers before commencement of the semester.
j) Supervising students in field data collection and processing.
k) Supervising students on attachment as scheduled.
l) Arranging for servicing and repairing of laboratory equipment whenever due.
m) Taking stock of all equipment before and after lab session.
n) Supporting students in their research work whenever assigned.

Minimum Qualifications and Experience

a) Candidates should possess a minimum of Diploma in Land Surveying or its equivalent plus 3 years of relevant experience.
b) Applicants should have theoretical knowledge and experience in terms of use of current survey technologies like drone, GNSS equipment, Total Station, Laser Scanner e.t.c.
c) Applicant should have knowledge of detecting problems with equipment and documenting of the same.
d) Applicants should previous knowledge in terms of data downloading from the survey equipment and processing.
e) Applicants should possess advanced knowledge and extensive familiarity with basis of surveying and the use of CAD and GIS software such as AutoCAD.

K. CARTOGRAPHY TECHNICIAN

Position Overview

The position is tenable in the Land Surveying and Physical Planning Department. The Cartography Technician shall be responsible to the Head of Land Surveying and Physical Planning Department.

Key Roles and Responsibilities

a) Creating and updating maps and charts
b) Collecting, collating and analysing geographic data from various sources
c) Using GIS and other mapping software/platforms to create and update accurate charts and maps
d) Ensuring the accuracy and clarity of maps and geographic information
e) Collaborating with surveyors, engineers, urban planners and environmental scientists to plan and conduct field surveys.
f) Interpreting earth observations (aerial photographs and satellite images).
g) Updating and maintaining geospatial and mapping databases.
h) Compiling data from ground surveys, reports and other sources.
i) Producing topographic maps and other navigational aids.
j) Assisting in development and maintenance of GIS-based applications.

Minimum Qualifications and Experience

a) Candidates should possess a minimum of Bachelor's degree or Diploma in Geography, Cartography or related field plus 3 years of relevant experience.
b) Applicants should possess advanced knowledge and extensive familiarity with basis of the use of GIS software such as ArcGIS and QGIS
c) Applicants should be able to interpret and analyse geographic data
d) Applicants should have experience in working with spatial data and mapping projects
e) Applicants should have knowledge of cartographic principles and techniques.

L. ASSISTANT ADMINISTRATIVE OFFICER (MU9)

Position Overview

The position is tenable at the Institute of Continuing Education Centre (ICE) and Management Development Centre (MDC). The Assistant Administrative Officer shall be responsible to the Manager. He/she shall be responsible for the provision of the centre's administrative services.

Key Roles and Responsibilities

a) Supporting consultancies, short courses and outreach programmes.
b) Supporting recruitment and registration of students.
c) Coordinating teaching, learning and student assessment processes.
d) Monitoring and processing academic transcripts and certificates.
e) Responding to queries and enquiries relating to academic affairs, admissions and examinations.
f) Assisting in maintain records, files retrieve and archive documents.
g) Assisting in preparing documents to initiate payment of utilities and services.
h) Developing and maintaining students' admission databank including inventory.
i) Coordinating and organizing ceremonies and other congregation functions for the Centre.
j) Coordinating and maintaining internal and external linkages.
k) Preparing reports.

Minimum Education Qualifications and Experience

- Diploma in Business Management or related fields.
- 2 years relevant experience.

M. PRINTING SPECIALIST (MU7)

Position Overview

The position is tenable in the Printing Services Department. The Printing Specialist Officer shall report to the Executive Dean and responsible for the Graphics Designer, Proof Reader, Printing Technician and Binding Supervisor. He/she shall be responsible for managing the Printing Press Section.

Key Roles and Responsibilities

a) Developing, reviewing, implementing, and monitoring printing press policies, plans, projects, strategies, systems and procedures including budgets.
b) Coordinating and monitoring the designing, laying out, printing and binding of print works.
c) Initiating innovative and modern technologies for production.
d) Reviewing estimates and costs of jobs prior to printing.
e) Coordinating and monitoring printing contracts.
f) Overseeing maintenance and repair of machines.
g) Monitoring and enforcing printing services standards in line with international requirements.
h) Upscaling of printing services.
i) Developing business plans, resource mobilization strategies and monitoring their

efficient, effective and economic utilization.
j) Establishing and maintaining partnership with industry and other relevant stakeholders on matters relating to printing.
k) Preparing reports.
l) Allocating work and appraising staff.

Minimum Education Qualifications and Experience
- Bachelor's degree in a relevant field.
- 5 years relevant experience.

N. PRINTER (MU12)

Position Overview
The position is tenable in the Printing Department. The Printer shall be responsible to the Printing Technician. He/she shall be responsible for provision of printing services.

Key Roles and Responsibilities
a) Organizing, setting and operating machines.
b) Preparing printing chemicals.
c) Printing jobs in accordance with specified standards.
d) Examining and checking quality of raw materials and finished products.
e) Maintaining minor faults and reporting on major ones.
f) Requisitioning printing materials.
g) Recording jobs on job register.
h) Maintaining inventories of accessories and consumables for the offset printing machines.

Minimum Education Qualifications and Experience
- MSCE and Certificate in Printing.
- 2 years relevant experience.

O. PROCUREMENT AND ASSET DISPOSAL OFFICER (MU8)

Position Overview
The position is tenable in the Procurement and Asset Disposal Department. The Procurement and Disposal Officer shall be responsible to the Procurement and Disposal Manager. He/she shall be responsible for provision of efficient and effective procurement and disposal of assets services in an ethical manner.

Key Roles and Responsibilities
a) Implementing, reviewing, monitoring and interpreting procurement and disposal policies, strategies, annual procurement plans/work plans and budget.
b) Preparing procurement contracts, tender documents, request for quotation and bid documents.
c) Inspecting goods, works and services before payment.
d) Conducting performance rating of suppliers of goods and services.
e) Sourcing quotations from suppliers.
f) Liaising with the government, PPDAA and other relevant stakeholders on procurement and disposal matters.
g) Maintaining procurement and disposal information systems.
h) Preparing mandatory, bid evaluation and general reports.
i) Allocating work and appraising staff.

Minimum Education Qualifications and Experience
- Bachelor's degree in Procurement and Supply Chain Management.
- 3 years relevant experience.

P. ASSISTANT PROCUREMENT AND DISPOSAL OFFICER (MU9)

Position Overview
The position is tenable in the Procurement and Asset Disposal Department. The Assistant Procurement and Asset Disposal Officer shall be responsible to the Procurement and Asset Disposal Officer. He/she shall be responsible for provision of procurement and asset disposal services in an ethical manner.

Key Roles and Responsibilities
a) Compiling internal purchase requisitions from user sections.
b) Sourcing quotations and preparing comparative sheets for quotations.
c) Procuring goods, works and services.
d) Preparing Local Purchase Orders.
e) Following up undelivered items with suppliers.
f) Maintaining procurement records.
g) Opening, recording and closing Tender documents.
h) Preparing and submitting progress reports.

Minimum Education Qualifications and Experience
- Diploma in Procurement and Supply Chain Management.
- 2 years relevant experience.

Q. ASSISTANT ADMISSIONS OFFICER (GRADE MU9)

Position Overview
The position is tenable in the Registry Services Department. The Assistant Admissions Officer shall be responsible to the Admissions Officer. He/she shall be responsible for supporting management of student's admission.

Duties
a) Supporting preparation of advertisements for admissions.
b) Receiving and processing admission applications.
c) Capturing data for admission of students.
d) Providing information to prospective students on programmes offered by the University.
e) Supporting the processing of selection results.
f) Supporting the organization of students' registration process.
g) Attending to queries relating to students' admissions.
h) Preparing reports.

Minimum Education Qualifications and Experience
- Diploma in Education or ICT or related fields.
- 3 years relevant experience.

R. DRIVER (MU11)

Position Overview
The position is tenable in the Registry Services Department. The driver shall be responsible for driving staff and transporting goods.

Key Roles and Responsibilities
a) Driving vehicles.
b) Checking vehicle roadworthiness.
c) Cleaning and disinfecting vehicles.
d) Carrying out minor repairs and services.
e) Reporting of breakdowns or accidents.
f) Transporting goods/materials.
g) Filling log books.

Minimum Education Qualifications and Experience

- MSCE with valid PSV Driving Licence and Defensive Driving Certificate.
- 2 years' work experience.

S. OFFICE ATTENDANT (MU12)

Position Overview

The Office Attendant shall be responsible for the provision of messengerial and cleaning services. He/she shall to the Assistant Administration Officer.

Key Roles and Responsibilities

a) Cleaning and disinfecting offices.
b) Photocopying and binding documents.
c) Collecting and delivering mail, parcels and messages.
d) Circulating office files and documents.
e) Preparing office refreshments.
f) Servicing meetings, workshops and seminars.
g) Loading and offloading supplies.
h) Washing utensils.
i) Opening and closing offices.

Minimum Education Qualifications and Experience

- Malawi School Certificate of Education (MSCE).
- 2 years relevant experience.

T. INCUBATION TECHNICIAN (BUSINESS DEVELOPMENT OFFICER) (MU9)

Position Overview

The position is tenable at the Business Incubation Centre. The Business Development Officer reports directly to Business Incubation Center Manager. The position is offered as a fixed-term contract for a period of three years, with the possibility of renewal based on performance.

Key Roles and Responsibilities

a. Working with startups at the hub according to the frameworks and mechanisms as outlined by the Incubator leadership team.
b. Monitoring business performance of portfolio start-ups, interface with other stakeholders, and provide industry connections.
c. Regularly interacting and coordinating with internal and external stakeholders to ensure program performance.
d. Looking for newer avenues of partnerships and bring the same to the leadership team for further action.
e. Working towards overall startup community mobilization and outreach.
f. Ensuring that the program reaches out to relevant ecosystem stakeholders.
g. Managing and supporting internal and external communication as needed for the program. This will also include maintaining communication with the Partners' communications officer as and when required.
h. Interacting and maintaining relationships with portfolio companies, mentors, and partners.
i. Ensuring preparation of necessary portfolio reports for both internal and external purposes.
j. Ensuring smooth day-to-day overall functioning of the incubator, by coordinating with Finance, Admin, Marketing, HR, and other relevant team members.
k. Actively participating in events, seminars, and workshops for building and sharing knowledge.
l. Ensuring coordination with relevant team members within the organisation
m. Assist in preparing reports related to the Centre activities e.g. incubates performance, milestones and any required report.

n. Provide administrative support to the manager ensuring that office operations run smoothly.

Minimum Education Qualifications and Experience

- Bachelor's degree in Design/ Business Administration/ Technology/Computer Science/ Engineering, Entrepreneurship/Project Management, or relevant disciplines from a recognized accredited and reputable institution.
- At least 2 years of relevant experience in business development, enterprise support, or project implementation.
- Strong understanding of MSME development, value chain approaches, and financial literacy.
- Excellent facilitation, communication, and stakeholder engagement skills.

Required Skills and Qualities

a) Familiar with office software (e.g., Microsoft Office)
b) Ability to plan, manage multiple tasks, prioritize duties, and meet deadlines.
c) Good verbal and written communication skills
d) Excellent organizational skills, with attention to detail.
e) A positive attitude and team-oriented.

METHOD OF APPLICATION

Applications with three traceable referees should be sent by **Friday 27th November, 2026** to talentsearc@mubas.ac.mw or The Registrar, MUBAS, P/Bag 303, Chichiri, **Blantyre 3.** Applicants should indicate the position applied for in the subject line of their emails and the application package should be merged as one document. Please note that hard copy applications are not allowed.